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Fall 11-2016

Teaching Tips November 2016

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Recommended Citation

McMillon, Matthew, "Teaching Tips November 2016" (2016). *Teaching Tips*. 1.
<https://scholarworks.lib.csusb.edu/teach-tips/1>

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Monthly Teaching Tips November 2016

Hi all,

We have had an amazing month! I have learned so much visiting all of the sites and observing all of your amazing classes. As we move closer toward our certificate ceremonies and a new quarter, I wanted to share a few teaching tips. The first relates directly to class facilitation and the second directly relates to creating a safe environment for both our Teaching Teams and participants.

1. **Classroom Management:** Try breaking up tasks into smaller, more tangible steps. For example, when working on an involved project like a color wheel, I suggest breaking the color wheel into three small pie charts that are labeled. When tasks are complex, it is nice to do the activity as a group and gauge the pace; that way, you can include time for reflection and discussion along the way rather than do the entire assignment at once. *Remember that our participants have a broad range of educational histories and socioeconomic and cultural backgrounds.* One important tip is to have the class do activities together. So, for example, if they are mixing colors, the lesson can be led step by step and demonstrated by the instructor so that no one feels behind. It's always nice to pause several times to take questions. Visual aids are also incredibly helpful and if you notice that someone is struggling, feel free to assist and support them.
2. **Environment:** Due to the fact that we are teaching in a correctional institution, we have to be mindful of our surroundings at all times while continuing to advocate for participants and our Teaching Team. This means always abiding by safety rules and being polite and kind to all staff, Teaching Team, and participants. One way that we can remind ourselves of safety will be to begin to carry laminated safety cards in addition to our whistles. During the week of November 7th- 11th, feel free to stop by VA 220 and pick up a laminated safety card to carry with you for all future classes. For those teaching at LAC, Kirstyn will bring cards for your team. Thanks!

Thank you all for your excellent work and for all that you do to support CBA/PAC!

Respectfully,

Matthew McMillon